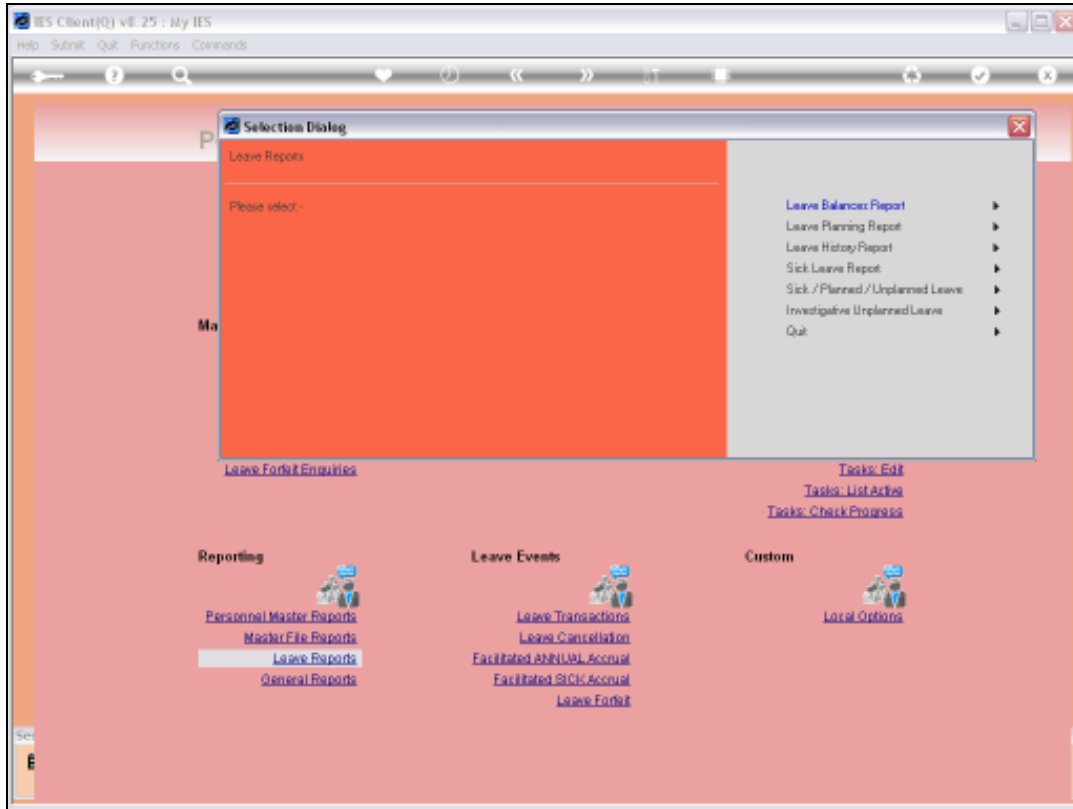
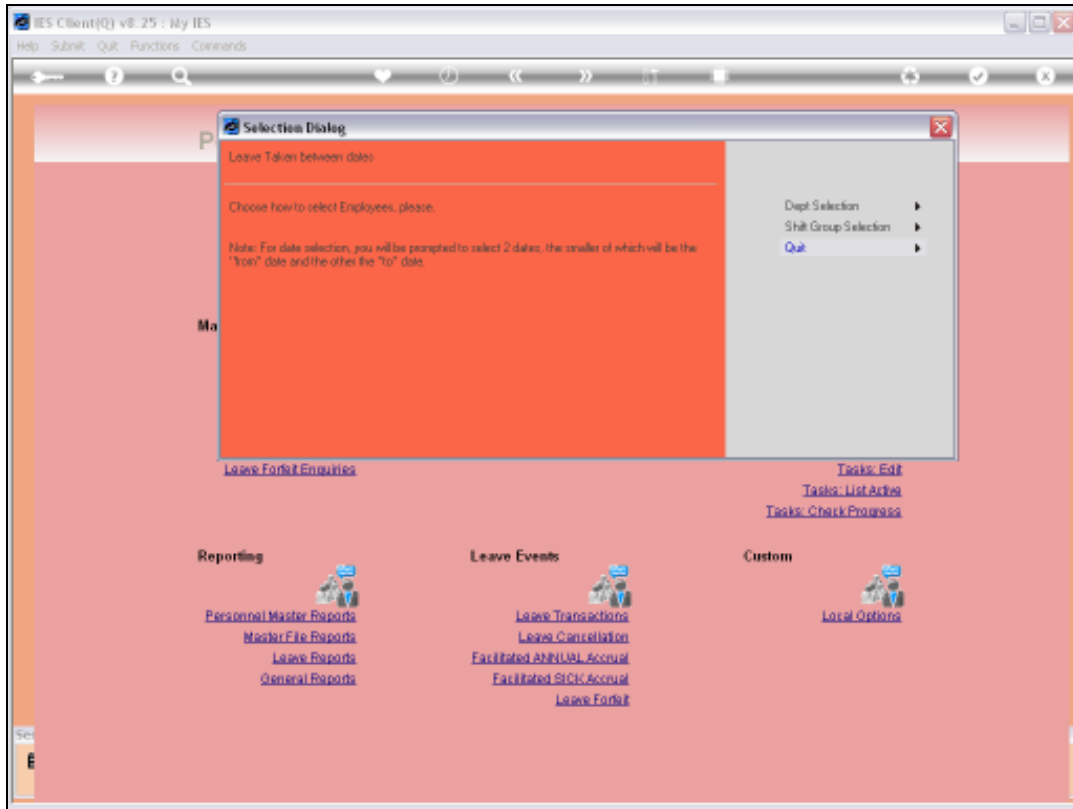


Slide 1

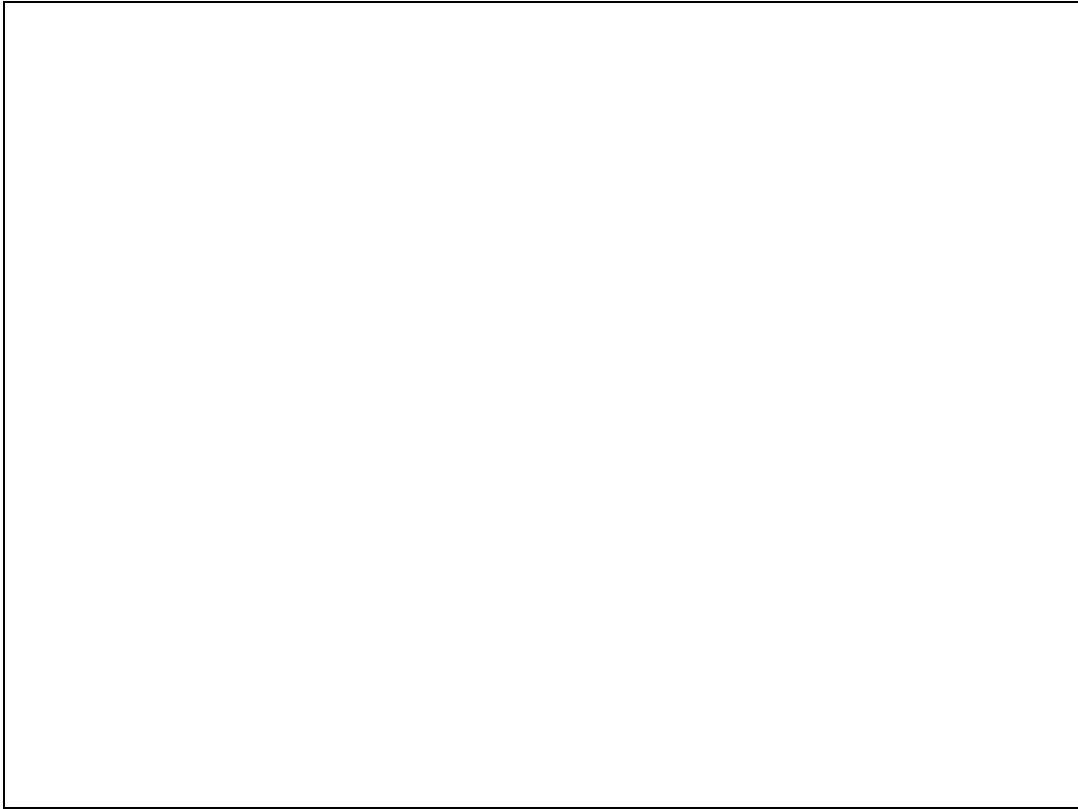
Slide notes: Among the Leave Reports, we have an option for Sick Leave only.



Slide 2
Slide notes:

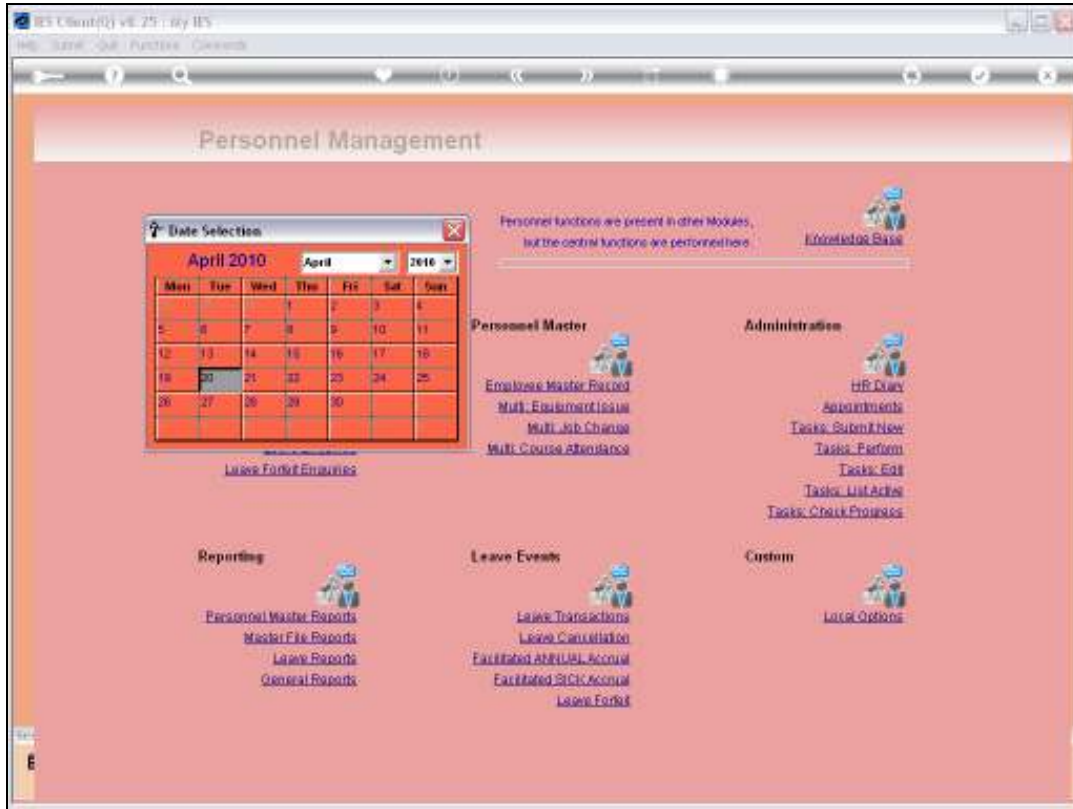


Slide 3
Slide notes:

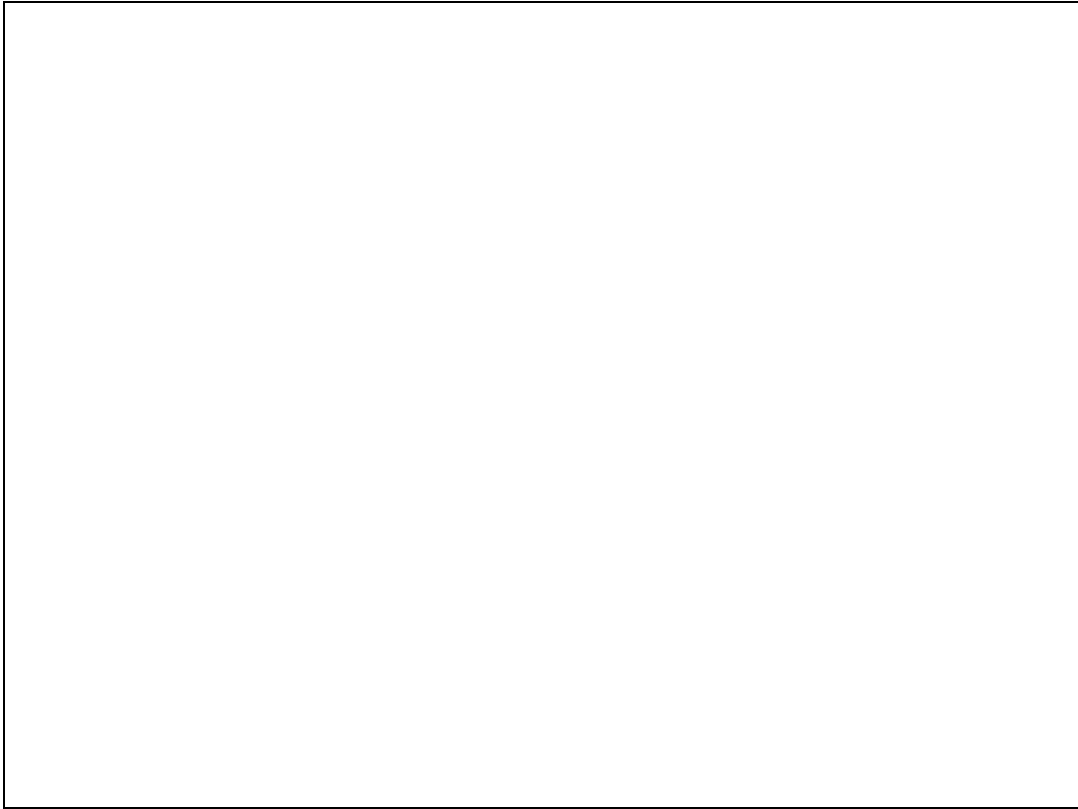


Slide 4

Slide notes: The Report is always based on a Period where we select the start and end dates.

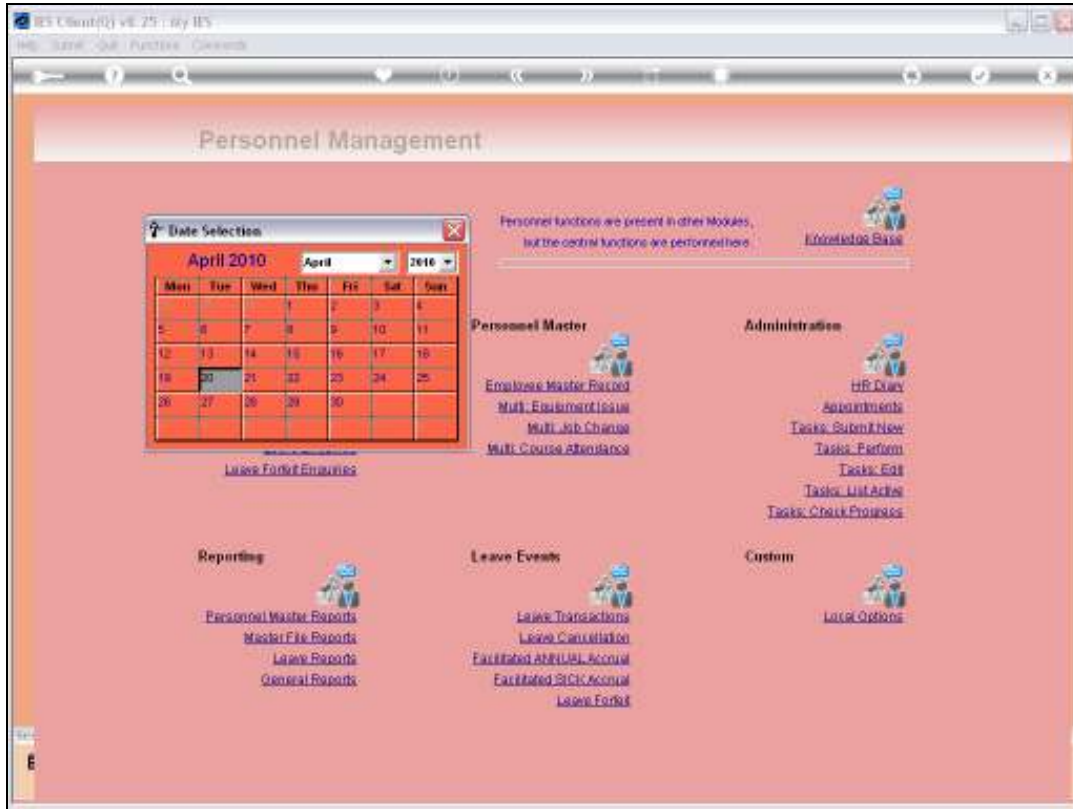


Slide 5
Slide notes:

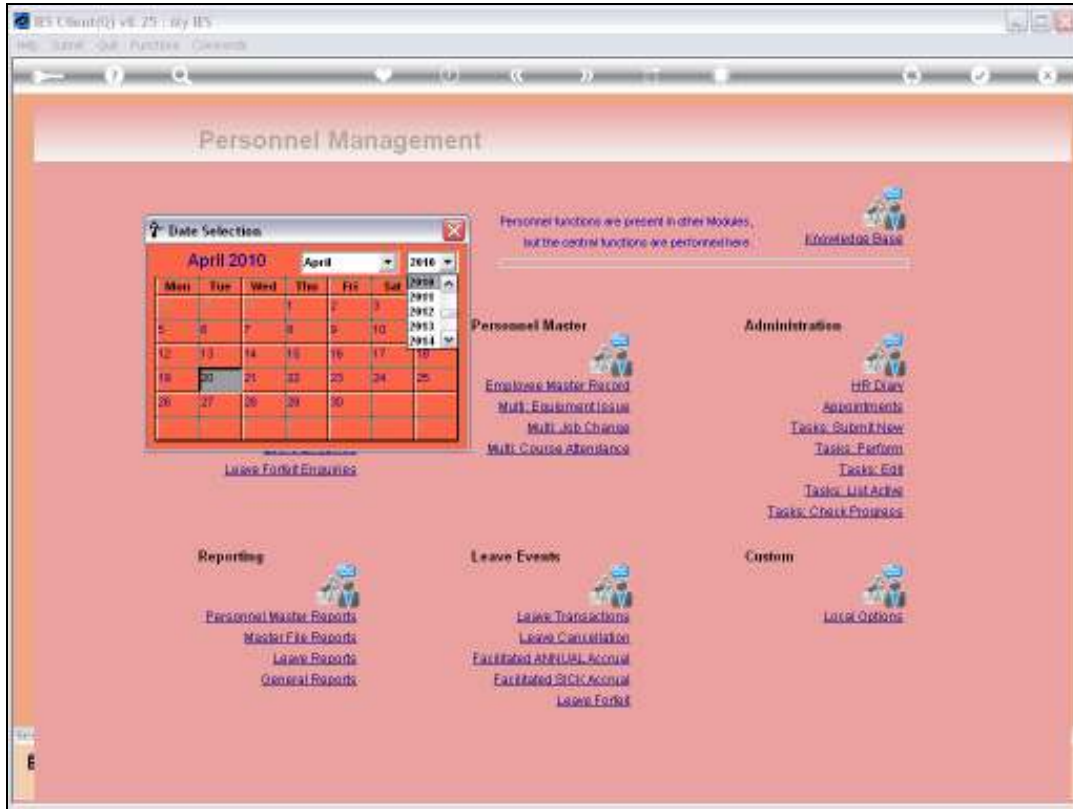


Slide 6

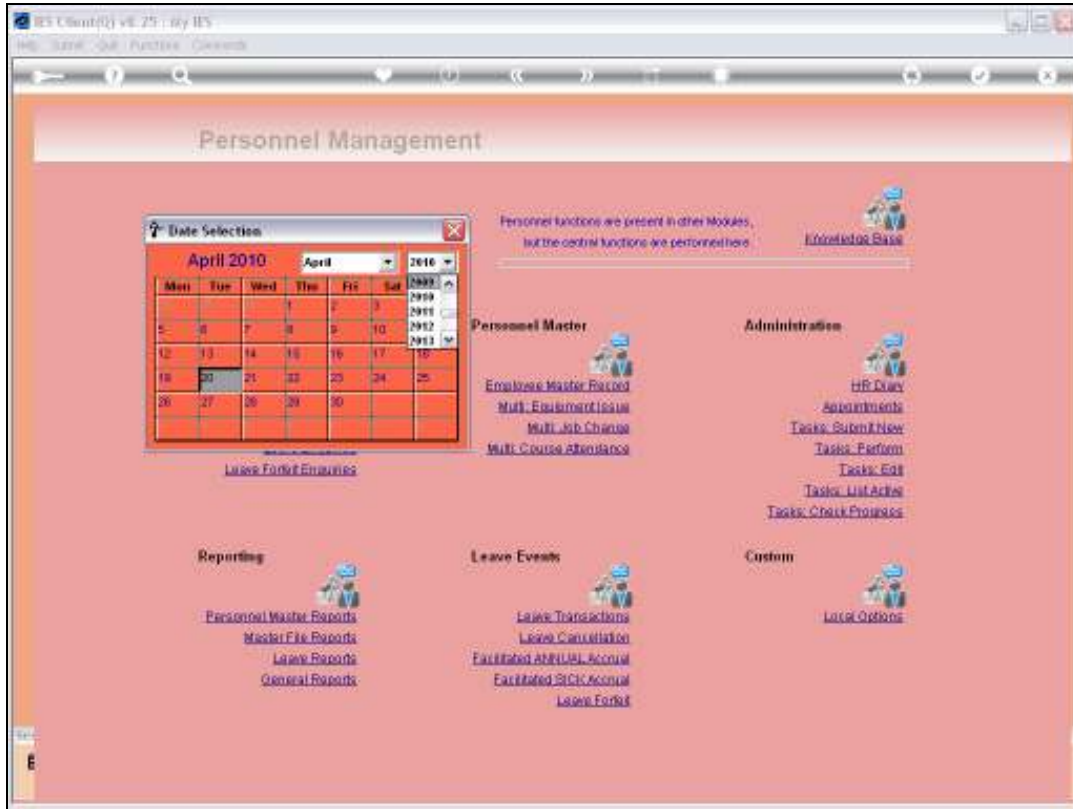
Slide notes:



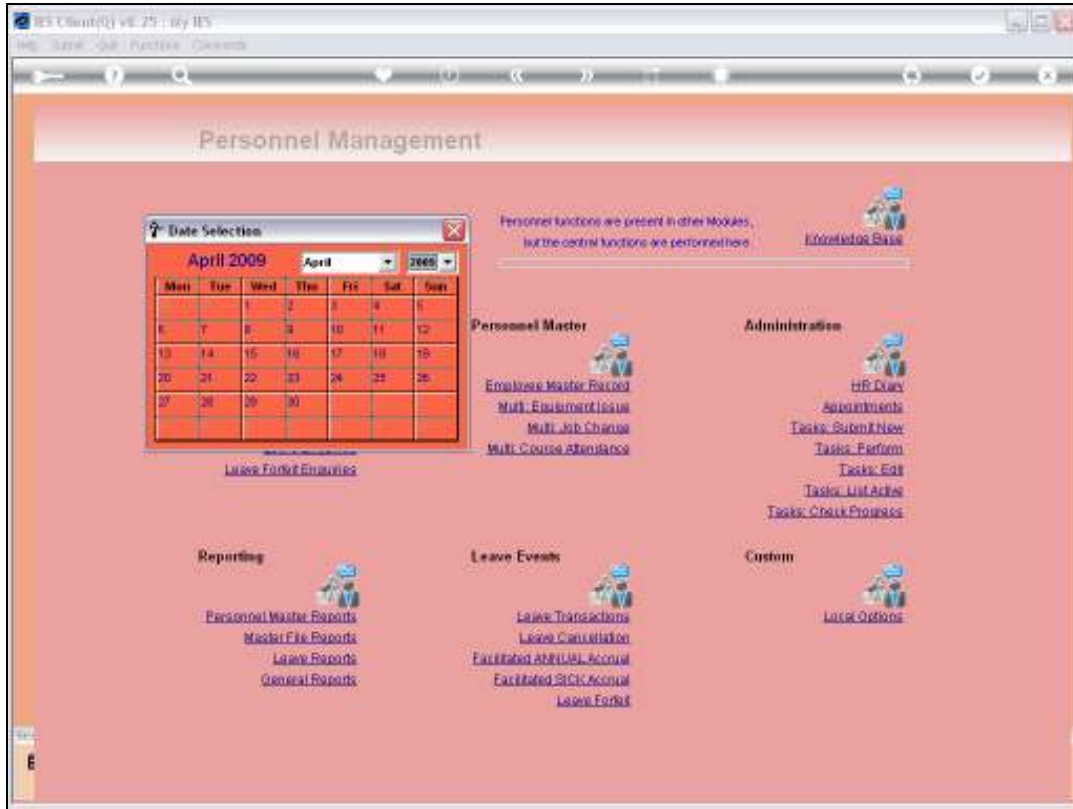
Slide 7
Slide notes:



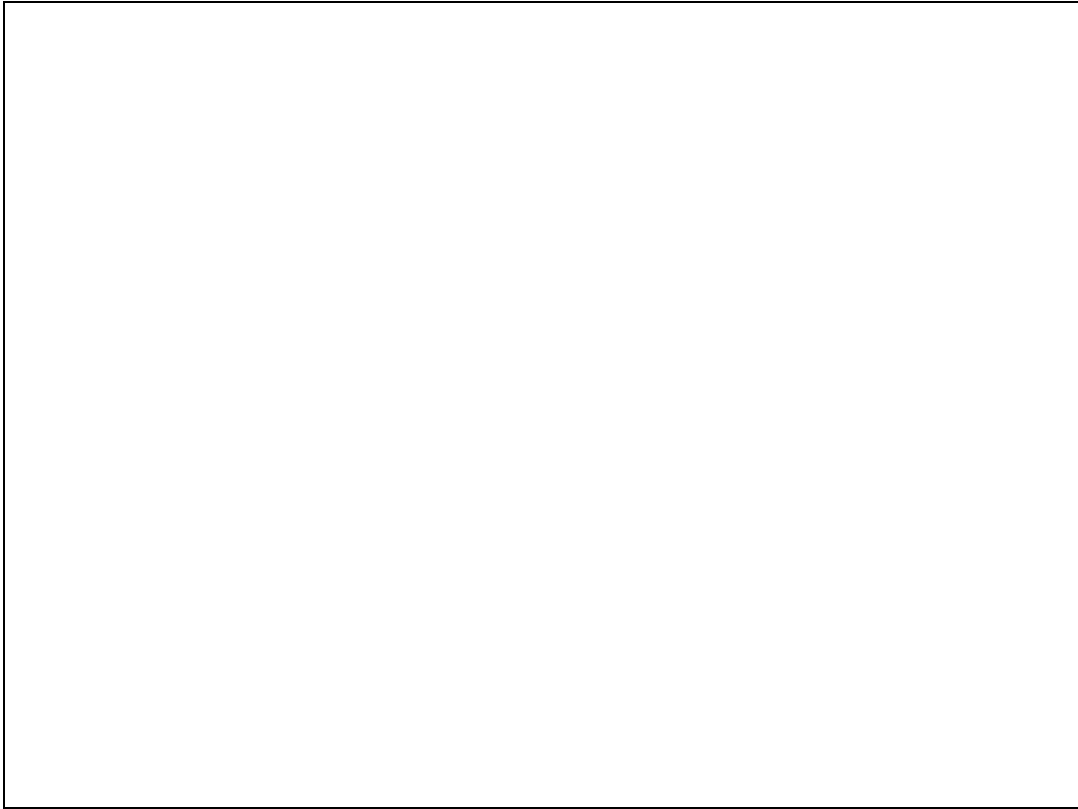
Slide 8
Slide notes:



Slide 9
Slide notes:

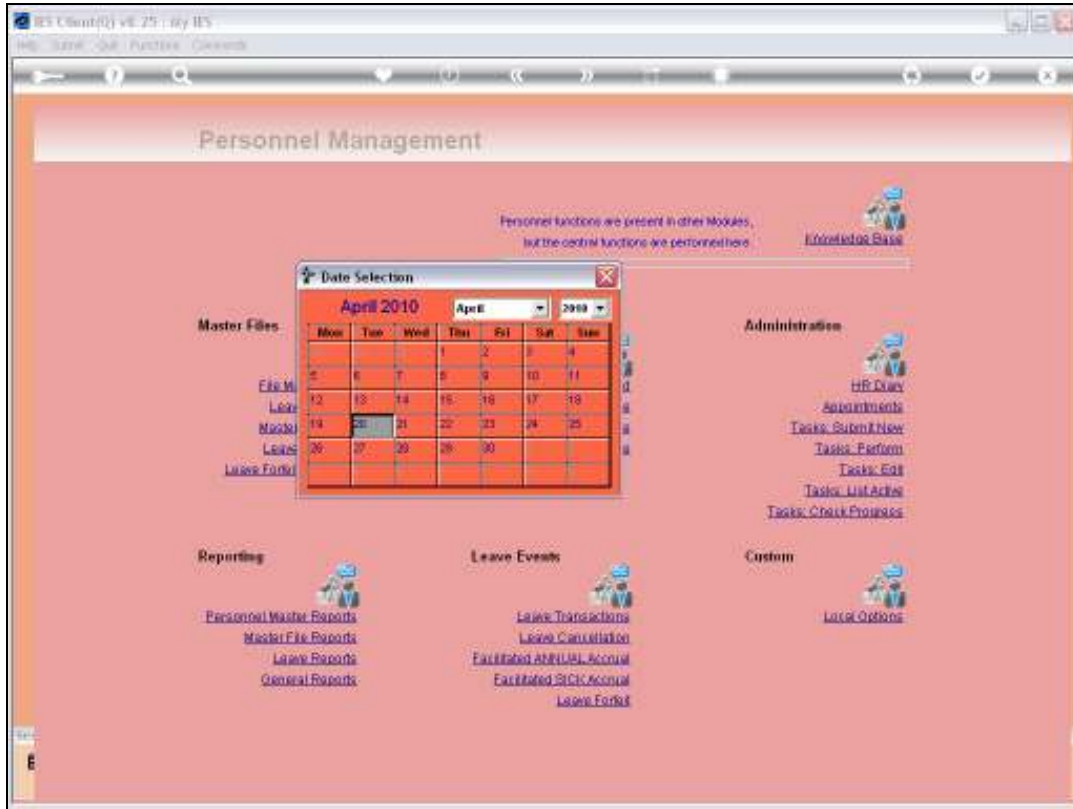


Slide 10
Slide notes:



Slide 11

Slide notes:



Slide 12
Slide notes:

IES Client(0) v8.25 : My IES

Help Submit Quit Functions Comments

IES REPORTS AND QUERIES: - User Instructions

NAME: LEAVE TAKEN

1: - CHOOSE VERSION [Versions](#)
 Report Version:

2: - CHOOSE SETTINGS
 Format:
 Output:
 File Type:
 Template:
 Report Header:

3: - CHOOSE DATA SELECTOR [Criteria/Queries](#)
 Data Selector:

4: - TO e-MAIL THE RESULTS Priority:
 Dispatch By E-Mail

Mail To:
 Mail Title:
 Message Body:

5: - ADAPT DATA SELECTION (if groups are present)
 How to filter MY CHOICE

Selection Tip	My Choice
1 Dept Key = ?	11

6: - Record Select: OPEN Records Only
 CLOSED Records Only
 EITHER

7: - CHOOSE NEXT [Next](#)

Slide 13

Slide notes: We may select a specific Department instead of producing the results for all Departments, if we want to.

Empno	Name	Department	Sick ..Total	SickAnnounced	SickWeb Announced	Sick ...Oc Cust	Cycle Day
1176	MR HILL ANTHONY KEVIN	[] Operational	3	0	3	0	6 5 1
1172	MR ANDERSON JEFFREY FRANK	[] Operational	3	0	3	0	11 11 1
1171	MR STEWART GARY TIMOTHY	[] Operational	0	0	0	0	
1170	MR SCOTT MARK DONALD	[] Operational	2	0	2	0	3 2
1168	MR RODRIGUEZ JAMES JOHN	[] Operational	0	0	0	0	
1167	MR EVANS MARK DONALD	[] Operational	4	0	4	0	3 1 3 1
1166	MR CAMPBELL GARY TIMOTHY	[] Operational	3	0	3	0	5 4 3
1165	MR JOHNSON WALTER JAMES	[] Operational	5	0	5	0	5 1 12 11
1164	MR LI JERRY EDMOND	[] Operational	1	0	1	0	1
1163	MR ALLEN MATTHEW GARY	[] Operational	4	0	4	0	2 3 2 1
1162	MR STEWART RICHARD CHARLES	[] Operational	2	0	2	0	11 10
1161	MR ROGERS STEPHEN ANDREW	[] Operational	2	0	2	0	8 3
1160	MR CLARK STEVEN EDWARD	[] Operational	1	0	1	0	3
1159	MR CAMPBELL RICHARD CHARLES	[] Operational	3	0	3	0	11 8 7
1158	MR MURPHY DANIEL PAUL	[] Operational	1	0	1	0	3
1157	MR LI ANTHONY KEVIN	[] Operational	0	0	0	0	
1156	MR ANDERSON FRANK SCOTT	[] Operational	7	0	7	0	8 5 7 1 12
1155	MR EDWARDS TIMOTHY JOSE	[] Operational	0	0	0	0	
1154	MR GOWALDY JEFFREY FRANK	[] Operational	0	0	0	0	
1151	MR LEWIS STEVEN EDWARD	[] Operational	2	0	2	0	2 7
1150	MR HILL EDWARD BRIAN	[] Operational	4	0	4	0	6 5 7 5
1148	MR HILL JOSE LARRY	[] Operational	0	0	0	0	
1147	MR GALEY STEPHEN ANDREW	[] Operational	1	0	1	0	8
1144	MR CLARK EDWARD BRIAN	[] Operational	0	0	0	0	
1143	MR MURPHY ANDREW GREGORY	[] Operational	2	0	2	0	5 1
1142	MR GARCIA STEVEN EDWARD	[] Operational	4	0	4	0	5 6 8 7
1140	MR TREMBLAY CHRISTOPHER DANIEL	[] Operational	0	0	0	0	
1138	MR FLORES STEPHEN ANDREW	[] Operational	7	0	7	0	4 3 2 1 2
1137	MISS CAMPBELL SARAH JESSICA	[] Operational	0	0	0	0	
1135	MR JONES BRIAN DONALD	[] Operational	0	0	0	0	
1133	MR ADAMS KEVIN JASON	[] Operational	0	0	0	0	
1132	MR TAYLOR DANIEL PAUL	[] Operational	0	0	0	0	
1131	MR LOPEZ GREGORY JERRY	[] Operational	4	0	4	0	10 1 11 4
1126	MR COLLINS JOSE LARRY	[] Operational	3	0	3	0	11 10 8
1123	MR DAVIS JASON MATTHEW	[] Operational	3	0	3	0	12 11 10
1122	MR BAILEY PAUL MARK	[] Operational	3	0	3	0	6 5 11
1121	MR SCOTT EDMOND STEVEN	[] Operational	2	0	2	0	8 11
1120	MR JOHNSON DAVID RICHARD	[] Operational	1	0	1	0	7
1118	MR HALL TIMOTHY JOSE	[] Operational	1	0	1	0	6
1117	MR BAILEY ERIC STEPHEN	[] Operational	3	0	3	0	1 2 2
1115	MR WELLS EDMOND WALTER	[] Operational	2	0	2	0	10 5
1114	MR CARTER GEORGE EDMOND	[] Operational	0	0	0	0	
1113	MR MARTIN THOMAS CHRISTOPHER	[] Operational	0	0	0	0	

Slide 14

Slide notes: This report is dependent on the integrated Payroll with Clocking being used. The Cycle Day is an indication of where in the Shift cycle of days the Employee tends to report Sick.